



**Steeton-with-Eastburn  
Parish Council**



**c/o The HUB, Skipton Road, Steeton, BD20 6FE  
clerk@steeton-with-eastburnparishcouncil.gov.uk  
07841633230**

Minutes of the Meeting of the Full Council held on 6 January 2021 at 7.00pm held remotely via Zoom

Approved

- Present: Councillors: Blagden, Danby, Gill, Johnson, Mounsey, Mullen, Pickles, Rayner, Short, Thompson, Weller.
- In attendance: Ward Councillors: None.  
Police: None.  
Members of the public: None.  
Public forum  
None.
- 20/136 Apologies  
None.
- 20/137 Disclosures of Interest  
None.
- 20/138 Dispensations  
None.
- 20/139 Minutes  
Resolved: The minutes of the following meeting were approved and signed by Chair:  
a) Parish Council monthly meeting 2 December 2020.
- 20/140 Keighley Road Recreation Ground  
The Chair reported that he will continue to liaise with a local gardener regarding infilling the area before any plans can be put into place, and also to determine the viability and approximate cost of suggested plans (community/sensory/herb gardens etc.); slight delay on progress with this issue due to COVID-19 lockdown.
- 20/141 Memorial Gardens  
The Chair reported the following updates on this issue:
- War memorial work: the company undertaking work have submitted a planning application for permission to remove nearby trees, therefore awaiting imminent decision from Bradford Council.
  - Tree sculpture work: Clerk obtained a quote for a survey to support the application for permission to carry out necessary the crown-lifting work to several trees along Skipton Road: Resolved that the quote for the tree survey be accepted, including the cost of undertaking the Notice of Application on behalf of the Parish Council.
- 20/142 Community Asset Transfer for Corn Mill Yard  
The Chair reported that the Clerk has been liaising with relevant representatives regarding progress on this issue, and that the decisions from Bradford Council on this transfer are still being awaited.
- 20/143 Parish Plan  
Resolved that a Working Party consisting of Cllr Mounsey (Chair), Cllr Johnson, Cllr Short,

Cllr Pickles and Cllr Rayner to liaise to review the Parish Plan 2008, to identify achieved objectives prior to a public consultation in preparation for a new Parish Plan 2021/22.

The following was discussed:

- Many of the residents' concerns cited in the old Parish Plan are still relevant, including concerns over traffic, parking and the footpath from Crosshills to Steeton and Silsden station.
- Agreed that the Chair to contact the local MP to highlight that the Parish Council continues to receive many residents' questions regarding the completion of the footpath and to request that he rallies for a way forward.
- Consultation on the parking permit scheme for Thornhill Road and surrounding area will commence on 14th January to 5th February 2021: Clerk to include the advert on the Parish Council website and Facebook page to cascade to residents.
- Clerk to contact Bradford Council to determine what Section 106 and CIL planning funding is being held for the Parish Council: to include on next agenda for further discussion.
- Referendum on Steeton/Eastburn and Silsden Neighbourhood Plan will be voted upon at the local elections in May (should they take place).

20/144

Newsletter

Item deferred to next meeting.

20/145

Planning

a) Planning applications – the following applications were considered:

i. 20/05637/FUL: Dale House, Skipton Road, Steeton with Eastburn – Construction of four dwellings – Resolved that the Parish Council had no comment on this application.

b) Approvals (to note):

i. 20/04599/HVC: Old Forge Cottage, 4 Low Fold, Steeton with Eastburn – Removal of condition 5 (painted timber garage doors) of planning approval 10/05379/HOU (Parish Council had no comment on this application).

ii. 20/05179/FUL: Brighton House Farm, Intake Lane, Steeton with Eastburn – Building for rearing sheepdogs (Parish Council supported this application).

c) Refusals (to note):

i. 20/04744/HOU: 13 Clough Avenue, Steeton with Eastburn – Two storey side extension and demolition of existing detached garage, providing new garage, utility space and first floor habitable living space (Parish Council had no comment on this application).

20/146

Finance

a) Internal Audit: Resolved that Town Parish Audit be used again in 2021-22 for internal audit purposes.

b) Effectiveness of internal controls and Quarter 3 Budget Monitor: Resolved that the Parish Council has effective internal controls, and that Cllr Mounsey and the Clerk to liaise to carry out the Quarter 3 Budget Monitor.

c) Eastburn Playing Friends insurance: Resolved that BHIB insurance to be used to cover the insurance for Eastburn Playing Fields.

d) Resolved that the following payments at the meeting approved, and that the Clerk to transfer £10,000 from the Business Premium Account to the Community Account:

Purpose	Payee	Amount (£)
Salaries for December	E Haskins	868.79
Clerk's Allowance and expenses (including £20 allowance,	E Haskins	73.70

£6.10 travel, £7.80 postage, £39.80 toner)		
Cleaner	E O'Hara	52.00
Gardener	J Westbrook	284.00
Tax	HMRC	180.56
Training	YLCA	40.00
HUB annual routine alarm inspection	Guardian Security Installations Ltd	100.80
Christmas tree bases	Danny Clarke	3000.00
Payroll charges	Bradford Community Payroll Ltd	43.20
Total		4643.05

e) To agree the accounts for payment and note receipts for the past month, up to 31 December 2020:

#### Payments for December 2020

Purpose	Payee	Amount (£)
Gardening/maintenance	J Westbrook	284.00
Pension costs	Nest	35.61
Salaries for November	E Haskins	1298.05
Clerk's allowance and expenses (£20 allowance, £6.10 travel, £7.80 postage)	E Haskins	33.90
HUB cleaning	E O'Hara	52.00
Expenses (included £24.89 for legal wallets for deeds and £12.99 for HUB diary)	D Mullen	37.88
PAT testing	D Harrison-Young	131.00
Mobile phone	Propel Finance	13.43
Water works at Memorial Gardens	One Contact Property Solutions	2673.07
Tax	HMRC	469.61
Broadband	TalkTalk Business	31.14
Website email account	2commune Ltd	42.00
Website amendments	2commune Ltd	60.00
Pension costs	Nest	35.61
Mobile phone	O2	12.00
Training	YLCA	135.00
Total		5344.30

#### Receipts for December 2020

Purpose	Payee	Amount (£)
CIL payment	Bradford Council	162.00
Interest	Public Sector Deposit Fund	2.58
FiT reading	Npower Ltd	117.81
Total		282.39

Account balances as at 31 December 2020:

Community Account	£11,920.91
Business Base Tracker	£112,852.25
Public Sector Deposit	£50,000.00

20/147

Correspondence

- Email from resident re queries re residents' parking permits and footpath on Hawthorn Road/Steeton Grove: acknowledged, see item 20/143.
- Emails from local MP and Bradford Council representatives re CAT for Cornmill Yard: acknowledged, see item 20/142.
- Emails from BHIB Ltd re EPFA insurance: acknowledged, see item 20/147c.
- Email and completed form for use of EPF: acknowledged, awaiting cost of marking out of field from Bradford Council.
- Email from resident requesting an extra bench in the cemetery: acknowledged, request sent onto Bradford Council.
- Email from resident expressing concern regarding use of yellow lines in conservation area: acknowledged, concerns sent onto Bradford Council.
- Email from JCA Ltd re tree survey for Memorial Gardens/Skipton Road overhanging trees: acknowledged, see item 20/141.
- Email from Bradford Council Highways re advert for Thornhill Road parking scheme: acknowledged, see item 20/143.

20/148

Meetings and training attended

Cllr Short reported that she attended the free YLCA councillors' discussion session.

20/149

Members reports

Cllr Weller reported concerns regarding the increased amount of dog fouling in the cemetery, particularly between 9.00pm and 9.30pm every evening: agreed that the Clerk to report this to Bradford Council.

Cllr Rayner reported that the surface of Skipton Road outside the nursery is breaking up: agreed that the Clerk to report this issue to Bradford Council again.

Cllr Pickles reported that the Christmas lights have been de-activated and will be taken down in due course: agreed to request that the poppy is also de-activated and taken down at the same time for storing in the HUB.

Cllr Gill reported that she had received a request from a resident to place a plaque on a bench in the village and directed to the Clerk for further information: agreed that a bench would need to be purchased by the resident for this purpose.

Cllr Gill also reported that the installation of the traffic lights at Miller Homes in Eastburn has come to a halt as the cables are not sufficiently low; she also reported that the Miller Homes contractors have raised the kerb across the carpark outside the post office but left the dropped kerb in place on the roadside, which is dangerous: agreed that the Clerk to report this to Bradford Council.

Cllr Johnson reported that she has received many complaints regarding the work between Green Lane and Miller Homes, and also the problem school parking in this area.

20/150

Defibrillator checking rota

The Chair confirmed that the new defibrillator cabinet has now been fitted at the HUB; Cllr Pickles to carry out a fortnightly check and file the online report.

20/151

Time and dates of future meetings

Next meeting to be held remotely via Zoom on Wednesday 3 February 2021 at 7.00pm.

There being no further business the meeting closed at 8.35pm.

Eve Haskins, Clerk and RFO, Steeton-with-Eastburn Parish Council